

# KSU P-Card Corner

July—September 2015

## Quarterly Updates

### Points of Interest

- P-Card Basics - Classroom Training Now Offered
- Due Dates for Holiday Months
- P-Card Audit Violations
- Calling All Business Managers!



### Resources

- KSU P-Card Policy <https://policy.kennesaw.edu/content/purchasing-card-policy>
- KSU P-Card Procedures <http://www.kennesaw.edu/procurement/files/pcardprocedures.pdf>
- DOAS Statewide P-Card Policy <http://doas.ga.gov/state-purchasing/statewide-card-programs/purchasing-cards>
- BOR Guidelines <http://www.usg.edu/policymanual/>

## “P-Card Basics” classroom training

We are happy to announce “P-Card Basics” training now available through the Center for University Learning. Please check out the website at <http://tinyurl.com/kennesaw-pcb>. Once you sign in to OwlTrain, it will then route you to “P-Card Basics”. This course has been designed with new cardholders in mind, but it also offers basic overview information useful for any P-Card cardholder, supervisor or business manager. Upcoming class dates next quarter:

**October 21**  
**November 18**  
**December 2**

Please note we are available to offer custom training sessions for any department as well. 😊

## P-Card Due Dates October - December

Because of the holidays schedules, some of the upcoming due dates for submitting P-Card statements have different deadlines. Please see the following deadlines and plan accordingly:

- **Oct due by 10/28/15, 5pm**
- **Nov due by 11/30/15, 5pm**
- **Dec - allocations due by 12/17/15 5pm**
- **Dec - statements due by 01/05/16 5pm**

**FY16 Works Procedure Changes Announced**  
**All Business Managers are asked to schedule a short meeting with Pam Barnes for updates concerning their Departments**

30 minute sessions available on Thursdays beginning 10/22/15.

## The Top 5 P-Card Audit Violations

KSU has a wonderful P-Card community, and we know everyone wants the knowledge to properly conduct university business with their P-Card. We are making attempts to offer more training and look forward to a wonderful FY16 with all of you! During our internal audits, we find the most common errors listed below:

- Late Statements
- Missing Receipts
- Missing Packing Slips
- Not Obtaining Special Approvals
- Exceeding Single Transaction Limits

Please review this list and offer any suggestions to help everyone avoid these types of violations.

## P-Card Statement Tips

When submitting P-Card statements, please remember:

- Comments are required in Works system and should reflect the business purpose of the transaction, not allocation notes.
- All card numbers must be crossed out on all documentation.
- Be sure all receipts are either full page or taped well to an 8.5 x 11 sheet of paper to make “scan-ready”.
- Only use the Monthly Statement Detail Report .
- Include all packing slips with each purchase. If no packing slip, you must note the date of delivery on the purchase receipt and cardholder and supervisor must both sign.
- Cardholder and supervisor must also sign any “in-store” receipt (s).
- Take extra care to not exceed your Cycle Limit or Single Transaction Limit during the month.

**Please let us know if you have any questions or concerns.**

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